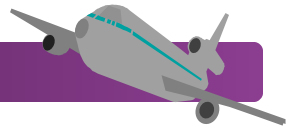
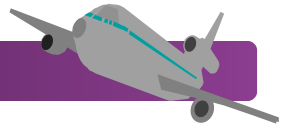


Defense Travel Administration (DTA)

Overview

Topics



- ✔ **What is the Defense Travel Administration (DTA)**
- ✔ **DTA Roles & Responsibilities**
- ✔ **Considerations for choosing DTA members**

What is the DTA

- "Administration" not "Administrator"
- Current Command Functions
- Future Command Functions

Roles and Responsibilities

★ **DTA manages travel at the organizational level**

Responsibilities include:

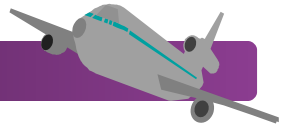
- **Input and maintain personal profiles for the organization**
  - **Initial load**
  - **Financial information**
- **Establish, review, and update the organization's travel budget**
- **Retrieve data and/or generate reports using the DTS software**

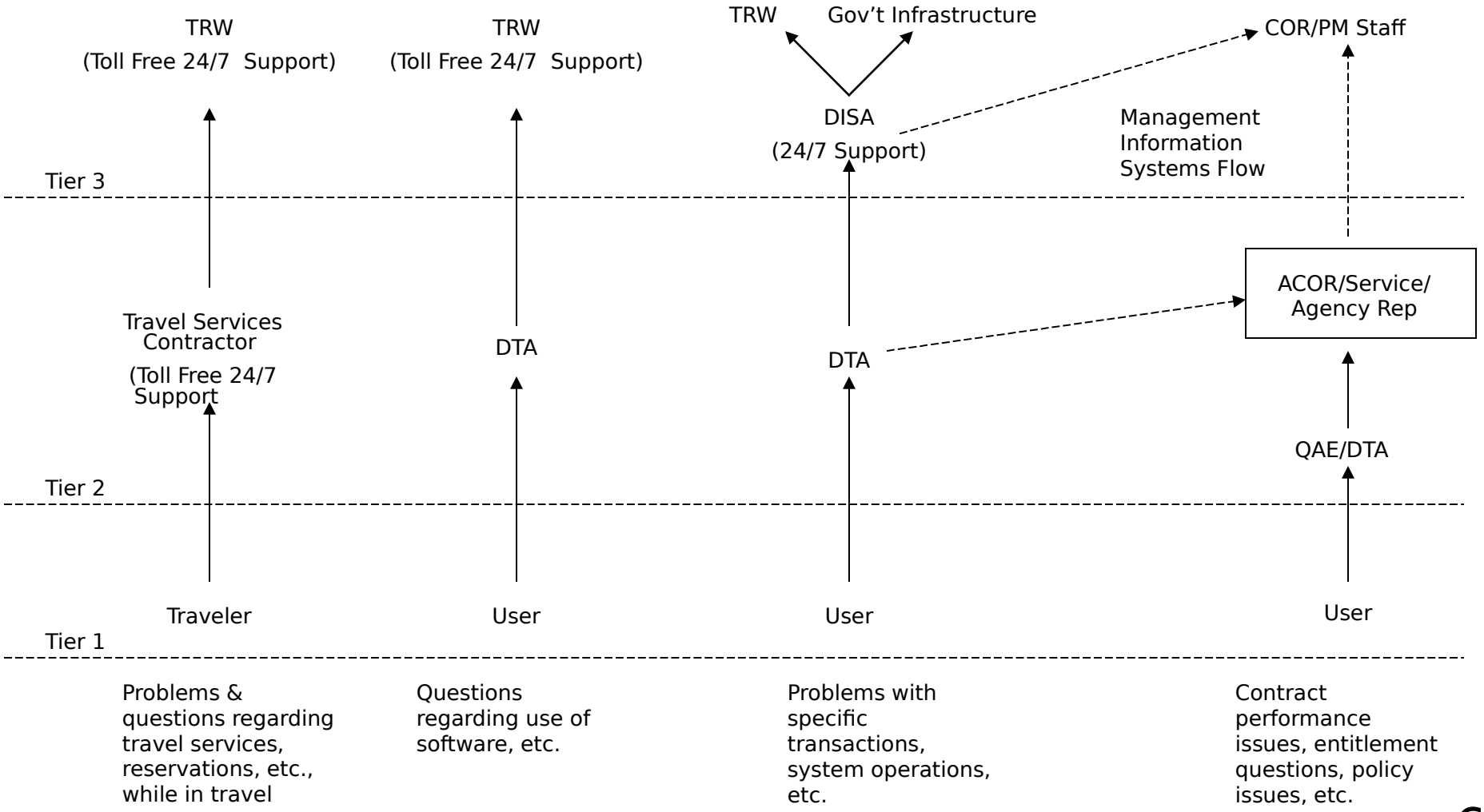
Roles and Responsibilities

- Install and remove the DTS software
- Protection of Privacy Act Data
- Communication campaign focal point
- Organization's POC for reporting/correcting problems - "Help Desk"

DTA and the Help Desk

Defense Travel System Training Program





DTA Functions

- **Personnel Data**
  - **Travelers and AO identification (organizational information)**
  - **Relationship between AOs and travelers**

- **Information Technology**
  - **Knowledge of automated system**
  - **Capability to download data and generate/review reports**

DTA Functions

- **Transportation Officer (TO)**
  - **Familiar with transportation policies**
  - **Group/Deployment travel**

- **Financial Data**
  - **Budgets and balances**
  - **Link budgets with lines o accounting**
  - **Link budgets with AOs**
  - **Appointed in writing as an accountable official**

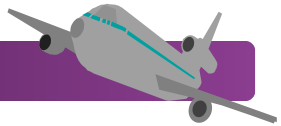
- **Other key and essential personnel as**

DTA Financial Functions

Defense Travel System Training Program

- Distribute funds to the appropriate AOs budget
- Ensure that lines of accounting are properly established and "understandable" by the AO
- Prevent potential "Antideficiency Act" violations

DTA Financial Functions



FUNDS CONTROL

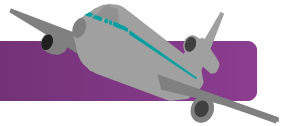
- **Procedures and policies necessary to ensure funds received are only used for authorized purposes IAW governing laws**

- **Focal point to ensure budgets are established with correct funding targets**

- **Ensure changes in funding are recorded promptly and accurately in budgets**

- **Continuous monitoring and analysis of budgets to identify problems that may need management attention**

DTA Financial Functions



- ✔ **Establish, review and update the funding authority contained in the organization's budgets**

- ✔ **Provide commanders, resource managers (RMs) and AOs with accurate reports on budget balances as requested**

- ✔ **Reconcile budget balances with official accounting records**

- ✔ **Point of contact for correcting errors associated with budget data**

DTA Financial Functions

Defense Travel System Training Program

Regulations, Policies, and Procedures

- ✔ **Financial Management Regulation (FMR)**
  - **Volume 5 - Disbursements**
  - **Volume 9 - Travel**
- ✔ **JFTR/JTR, Appendix O**
- ✔ **Appropriate Service/Agency financial policies and procedures**
- ✔ **DTS Finance Guide**

Summary

- ✔ **“Administration” not “Administrator” - may be too much for one individual**
- ✔ **Service/Agency responsibility**
- ✔ **Choose personnel carefully**
- ✔ **Size of organization determines size of DTA**

Defense Travel System

Questions?